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USAF Declass/Release Instructions On File

DEPARTMENT OF THE AIR FORCE
1130TH AEROSPACE TECHNICAL DEVELOPMENT
AND TRAINING GROUP
Edwards Air Force Base, California 93523

ATTG Reg 205-7

29 March 1974

Security

STORAGE AND DESTRUCTION OF CLASSIFIED WASTE

This regulation establishes procedures for storage and destruction of classified waste.

1. Policy. All classified material will be destroyed when it is of no further value. All classified waste will be destroyed in the disintegrator located in the Security Office (Bldg 4496). This includes material classified up to and including SECRET. The Security Office will be furnished with a "Certificate of Destruction" for TOP SECRET and [REDACTED] documents bearing control numbers turned in for destruction per ATTG Reg 205-15.

2. Responsibility. Section chiefs will insure that all classified waste of no further value is turned in to the Security Officer (Bldg 4496) for destruction. The Director of Security will designate a member of the security staff to supervise the disintegration of all classified waste.

3. Procedures.

a. Waste bags will be issued by the security staff and will be used by each section for the storage of classified waste.

b. The waste bags may be attached to desk drawers or placed in any conspicuous place during working hours. If waste bags are not turned in for destruction they will be secured in a locked safe. Failure to secure these bags during non-working hours will be considered a security violation.

c. Waste bags may be turned in at the Security Office from 0730 to 1500 hours each working day to allow sufficient time for disintegration on the same day. Plant protection staff will not store classified waste over night prior to destruction.

Roger L. Cooper

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Supersedes ATTG Reg 205-7, 25 May 72 (General update).
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